Checklist Reference - None

What are vendors that are classified as HCM?

HCM vendors are used by the state payroll system and each higher education institution's payroll department. HCM Vendors are interactive between the HCM and Finance Modules of PeopleSoft/Oracle. Vendors classified as HCM vendors shall not be used for any other Finance transactions other than payroll payments.

Some identifying information for HCM vendors:

- **State**:
  - **Name 2**- reads "CENTRAL PAYROLL USE ONLY."
  - **Persistence** = Permanent
  - No checkmarks for 'Withholding' or 'Open For Ordering.'
  - **Additional ID Numbers**-'Our Customer Number' reads "HRMS.
- **HiEd:**
  - **Persistence** = Permanent
  - No checkmarks for 'Withholding' or 'Open For Ordering.'
  - '**H-**' begins the 'Short Names' of all HiEd HCM vendors.
  - Our Customer Number field reads "HIED-HCM"

There are a few rules regarding HCM vendors:
1. HCM vendors are for payroll use only.
    a. Do not make payments on HCM vendors outside of payroll vouchers/payments.
    b. If an accounts payable payment must use an HCM vendor, a vendor classified as a 'supplier' must be used or created for such accounts payable payments.

2. Do not create or make changes of any kind to an HCM vendor.
    a. Vendor Registry Office personnel or CND–HECN personnel work with HCM vendors only.
    b. Do not add withholding to an HCM vendor. Since these vendors are being paid from employees' wages and not state funds, no 1099 should be issued.

To inactivate all HCM vendors, Higher Ed or State:
1. **Status** = Inactive
2. **Persistence** = Regular
3. **Additional ID Numbers**-'Our Customer Number' reads "INACTIVE"

VMR-VRO GUIDELINE FOR
HCM (HRMS) VENDORS

Any issues regarding HCM vendors are to be forwarded to:
1. Higher Ed. – File a ticket on the HECN - Remedy – Help Desk system
2. State – Vendor Registry Office

Exceptions: None

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.